## 2.A - Core Component 2.A

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

### Argument

**2.A.1 The institution develops and the governing board adopts the mission.**

Purdue Fort Wayne has evolved the institutional mission over the last ten years in response to the changing needs of constituents. The strategic planning process described in 1.A.1 demonstrates that Purdue Fort Wayne developed the mission and related statements through a campus wide inclusive process.

The Mission and Related Statements were submitted to the Purdue University Board as part of the strategic plan approval and presented for discussion on June 11th as evidenced by the [Board Agenda](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Purdue%20Trustees%20Stated%20Meeting%20Agenda%20June%2011%202020.pdf?language_id=1). The newly stated mission and related statements were subsequently approved on June 11th as evidenced by the [PFW Mission and Strategic Plan Board Approval](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/PFW%20Strategic%20Plan%20Board%20Approval-8-5-2020.pdf?language_id=1).

**2.A.2  The institution operates with integrity in its financial, academic, human resources and auxiliary functions.**

Purdue University Fort Wayne operates with integrity. University Ethics Policies established at the system level provide the principles that frame specific policies that assure the university operates with integrity in all functions.  Consistent with the Purdue System Policy Hierarchy, Purdue Fort Wayne provides leadership and guidance for the campus in following the ethics policy and policies specific to assuring integrity in the management of human resources at the campus level. The university maintains additional administrative policies as necessary to clarify and specify the application of university policy at the campus level and to address specific needs relative to the structure of the campus.

Purdue System Ethics Policies are clearly stated in [Volume III of University Policies.](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Ethics%20Policies%20-%20University%20Policy%20Office%20-%20Purdue%20University-8-5-2020.pdf?language_id=1)  These policies include specific codes on conduct (Volume 3.A), conflict (Volume 3.B), and the assurance of equal opportunity (Volume 3.C). Purdue Fort Wayne's [Integrity Statement](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/INTEGRITY%20STATEMENT-8-5-2020.pdf?language_id=1) works in tandem with the System Ethics Policies to assure integrity in all university functions.

Purdue Fort Wayne in alignment with the System Statement grounds integrity in financial, academic, human resources, and auxiliary functions in its comprehensive and campus specific [Integrity Statement](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/INTEGRITY%20STATEMENT-8-5-2020.pdf?language_id=1) as stated in our [University Principles](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/UNIVERSITY%20PRINCIPLES%20Main-8-5-2020.pdf?language_id=1).  [SD 16- 45](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/SD16-45-8-5-2020.pdf?language_id=1) (p. 12-13) established general regulations concerning student conduct to safeguard the right of every individual student to exercise fully the freedom to learn without interference.  It defined academic misconduct as "any act that tends to compromise the academic integrity of the University or subvert the educational process" (SD 16-45, p. 12).  Section 4.3 (SD 16-45, p. 13) requires academic departments "to establish a written policy/statement, addressing the professional or ethical standards of their discipline, which is distributed to all students who are preparing in the discipline".  It also places responsibility on students to familiarize themselves with the policy/statement.

Assurance of Integrity in Finance and Auxiliary Services

Purdue Fort Wayne in coordination with Purdue University and the Purdue Board of Trustees (The Board) assures integrity in financial functions. Purdue University's Internal Audit Group directs Purdue Fort Wayne to schedule annual audits to assure that the institution is functioning with high integrity, complies with federal and state rules and regulation, and complies with University policies. An independent audit of finances is conducted annually at the Purdue University System level.   HLC accepted the use of a system level audit as meeting the standard for independent audit requirement for Purdue University Fort Wayne in the 2017 realignment process. The internal audit procedure assures financial integrity at the campus level requiring annual focused internal audits which are solicited from and reviewed by the Internal Audit Office annually. The Internal Audit Office is constructed and functions in accordance with [The Bylaws of the Trustees](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Board%20of%20Trustees%20Bylaws%20as%20amended%20aug%202018.pdf?language_id=1) (Article IV, Section 6) which states:

The Treasurer of the Corporation shall maintain an internal audit office independent of any other office of the Corporation or of the University. The Director of Audits shall submit to the Board annually a written report on the work of the internal audit office for the preceding calendar year. In addition, the Director of Audits, prior to the presentation of the written annual report, shall make an annual oral presentation concerning the work of the internal audit office to the Audit and Insurance Committee, which shall be made in the presence of the Treasurer. Immediately following the completion of each oral presentation, the Director of Audits shall confer with the Audit and Insurance Committee, outside the presence of the Treasurer or any other officer of the University on any subject germane to the area of responsibility of the internal audit office. The written annual report to the Board shall be made at a stated meeting selected by the Audit and Insurance Committee, but in no event shall it be deferred beyond July 1 of each year without the consent of the Chairman. In addition, at any time when in the judgment of the Director of Audits circumstances warrant or in response to a request from the Chairman of the Audit and Insurance Committee, the Director of Audits shall make a written or oral report to the Chairman of the Audit and Insurance Committee without informing the Treasurer or any other University officer. Subject to the foregoing, the Treasurer shall attend the meetings of the Audit and Insurance Committee and serve as its Secretary and keep a record of its proceedings.

These annual internal audits allow for an independent review of all operations within the Purdue University system and ensure that Purdue University Fort Wayne:

* Achieves strategic objectives and plans in a timely manner
* Appropriately identifies and manages risks through a strong system of internal controls.
* Interacts with various governance groups and that these interactions are comprehensive in nature and timely is occurrence
* Engages in Best Practices resulting from continuous improvement across all administrative units
* Acquires, efficiently uses, and adequately protects resources
* Assures financial, managerial, and operational information is accurate, reliable, and available
* Acts in compliance with promulgated policies and standards, and applicable laws and regulations
* Recognizes and appropriately addresses significant legislative and regulatory issues
* Integrates information technologies to aid in accomplishing stated objectives

Purdue University’s Internal Audit process practices strict segregation of duties to achieve actual independence, as well as the appearance of independence as prescribed by professional auditing standards. Internal auditors do not have operating responsibility or management authority for management of any unit they are tasked to audit. Thus, the internal process assures that internal auditors maintain their objectivity and independence to support the Board of Trustees of Purdue University’s responsibility to assure the integrity of Purdue University Fort Wayne operations.

Each year, the Purdue Internal Audit team independently compiles the Purdue Fort Wayne annual audit schedule. This schedule is then sent to the Chancellor and the Vice Chancellor for Financial and Administrative Affairs (VCFAA) for review and feedback. The opportunity for “additions” to the list is solicited from the Vice Chancellors of Academic Affairs, Student Affairs, Development and Marketing to ensure that a wide array of concerns needing audits will be handled during the fiscal year. At any time during the year the Chancellor or Vice Chancellor for Financial and Administrative Affairs can request independent services (audits, reviews) by the Purdue Internal Audit team. Some examples of our most recent audits and areas of focus include:

* [Data Center Security & Network Segmentation - IT](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Data%20Center%20Security%20and%20Network%20Segmentation%20PFW%20Report-8-5-2020.pdf?language_id=1)
* I[dentity and Access Management - IT](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Identity%20and%20Access%20Management%20Purdue%20University%20Fort%20Wayne%20PFW%20Report-8-5-2020.pdf?language_id=1)
* [Vulnerability Management - IT](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Vulnerability%20Management%20Purdue%20University%20Fort%20Wayne%20PFW%20Report-8-5-2020.pdf?language_id=1)
* [Annual NCAA Audit – Financial / Operational](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/PFW%20Foundation%20National%20Collegiate%20Athletic%20Association%20Report-8-5-2020.pdf?language_id=1)
* [Student Government Association Operational Review – Financial / Operational](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Purdue%20Fort%20Wayne%20Student%20Government%20Association%20Report-8-5-2020.pdf?language_id=1)
* [Programs with Minors and Liability Protocol – Systemic Risk](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Camps%20and%20Programs%20with%20Minors%20Purdue%20Fort%20Wayne%20PFW%20Report-8-5-2020.pdf?language_id=1)

By having the opportunity to work with Internal Audit in a capacity of ongoing review and continuous improvement, Purdue University Fort Wayne has the ability to proactively identify and self-correct issues, as needed, to guarantee the highest levels of integrity for our institution not only for the near term, but for the foreseeable future.

The Indiana State Board of Accounts does on-site testing as part of the University's federal awards (A133) audit. The [2018-19 Audit](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/A-133%202019-8-5-2020.pdf?language_id=1) was filed on February 20, 2020 required a corrective procedure to improve the effectiveness of its internal control systems to ensure compliance related to Cash Management requirement as it related to financial aid.  Purdue Fort Wayne implemented [new procedures](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/FAPROCEDURE%20G5%20Draw%20Process%207-15-20.pdf?language_id=1) to address the concern.

Purdue Fort Wayne athletic programs are affiliated NCAA Division 1.  The Associate Athletic Director responsible for compliance with NCAA rules and regulations reports to the Chancellor. The organizational arrangement assures arms-length distance from the Athletic Director necessary to support an environment of integrity in Athletic Functions.

Assurance of Integrity in Academic Functions

Purdue Fort Wayne assures the integrity of its academic operations as evidenced by university and academic affairs policies and procedures. Consistent with the System Policy Hierarch, [Academic and Research Affairs Policies](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Academic%20and%20Research%20Affairs%20Policies%20-%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) are listed on the Purdue Academic Affairs to assure clear communications of the expectations for all faculty, staff and administration in Academic Affairs throughout the system. Purdue University's [Statement of Integrity and Code of Conduct](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Purdue%20Statement%20of%20Integrity%20and%20Code%20of%20Conduct-9-20-2020.pdf?language_id=1) affirms the system level commitment. Purdue Fort Wayne's [Integrity Statement](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/INTEGRITY%20STATEMENT-8-5-2020.pdf?language_id=1) affirms the campus level commitment.

The Faculty and Staff Handbook states the institutional commitment to integrity for the Purdue University System through a formal statement.

At Purdue, integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We demonstrate our understanding of these values and principles and uphold them in every action and decision. Trust and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct. We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We accept our responsibilities, share leadership in a democratic spirit, and subject ourselves to the highest standards of public trust. We hold ourselves accountable for our words and our actions.

We champion freedom of expression. To ensure our integrity, we safeguard academic freedom, open inquiry, and debate in the best interests of education, enrichment, and our personal and professional development. We embrace human and intellectual diversity and inclusiveness. We uphold the highest standards of fairness, act as responsible citizens, respect equality and the rights of others, and treat all individuals with dignity.

To fulfill our goals as a learning community, we insist that the objectives of student learning are not compromised. We treat all students equitably, and our evaluations of learning achievements are impartial based on demonstrated academic performance.

As students, we understand that learning is the most important goal and we embrace ethical values and principles, and reject academic dishonesty in all our learning endeavors. In the realm of new discoveries, we place the highest value upon truth and accuracy. We acknowledge the contributions of others. We place a higher value on expanding and sharing knowledge than on recognition or ownership.

We work diligently drawing from the strong work ethic of our state of Indiana and are committed to always acting in the best interests of the University. We pledge to make wise use of our resources and to be good stewards of financial, capital, and human resources. We operate within the letter and spirit of the law and prescribed policies, and strive to avoid impropriety or conflict of interest.

As members of the Purdue community, we demonstrate unyielding and uncompromised integrity in support of the highest standards of excellence for the University. As individuals, we all contribute to this Purdue standard of integrity as an exemplary model for all universities.

Based upon the statement of integrity, it follows that there is an expectation that all faculty and staff provide factual and accurate information in all dealings with the University. This includes all aspects of the employment relationship including, but not limited to, reporting of time worked and absences, employment applications, benefit enrollment documents, claims for University benefits, e.g., claims for medical, vision, and dental benefits, claims for reimbursement from flexible spending accounts, proper use of University resources, and other employment/business matters.

Falsification of employment/business records and/or information could lead to disciplinary action up to and including termination of employment, and could potentially result in other legal issues (Purdue University Faculty and Staff Handbook, Statement of Integrity).

Purdue University defines and evaluates outside activities of faculty and staff to ensure that those activities do not represent a conflict of interest.  University Policy III.B.1 recognizes that Reportable Outside Activities offer mutual benefits to the University and Faculty or Staff Member; however, it also asserts that full time employees primary professional or occupational commitment is to the University.

The Office of Academic Affairs establishes campus policies and procedures in accordance with Purdue University's Policy Hierarchy through issuing OAA Memoranda (OAA Memo). Memoranda augment and supplement Purdue Policies providing clarification specific to the campus and addressing areas not covered in Purdue Academic Policy. The institution's commitment to integrity in teaching, learning, and research initiates with the hiring and recruiting process.  [OAA Memo 03-1](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_03_1_Guidelines_appointing_CLs_June+2017.pdf?language_id=1) established guidelines for the selection, appointment and review of continuing lecturers.  [OAA 15-3](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_15_3_xGuidelines_faculty_position-requests-8-5-2020.pdf?language_id=1) provides guidelines for faculty position requests, and [OAA 15-4](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_15_4_Recruitment_Checklist_June_2017.pdf?language_id=1) provides a checklist for recruitment of faculty and librarians.

Academic Regulations are reviewed, updated and published in the University Catalog annually in the [Regulations, Policies, Rights, & Responsibilities](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/Regulations%20Policies%20RIghts%20Responsibilitie-9-20-2020.pdf?language_id=1) section.  The expectation that all students maintain academic honesty and abstain from cheating, the appearance of cheating, and permitting or assisting in other's cheating  and the responsibility of the instructor to foster intellectual honesty, intellectual development of students, and to employ methods of teaching, examinations, and assignments to discourage dishonesty are clearly stated.  Procedures for the instructor and student, reporting requirements for the instructor, and the appeal process for students are specified in the regulations.

Appointment and review of Tenure and Tenure Track faculty is guided by specific OAA Memo's and departmental metrics.  In addition, OAA Memoranda provide guidance and examples for documenting and evaluating effectiveness which promotes consistency and supports academic integrity in [teaching](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_03_2_Documenting_Teach_Effec_July+2017_wtabl.pdf?language_id=1); [research and creative activity](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_05_6+Examples+documenting+Research+etc+June+2017.pdf?language_id=1), and [service activities](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/OAA_04_2bb_Guidelines_Evaluating_Fac_Service_July_2017.pdf?language_id=1).

The University provides clear communication and guidance for faculty to ensure that the faculty review process is transparent and consistent supporting integrity in the process.  Faculty Senate Documents (SD) support the OAA Memos providing guidance for Colleges, Departments, and Tenure Track Faculty Members.  SD 14-35 outlines guiding principles for promotion and tenure, SD 17-11 outlines principles for promotion and tenure of clinical faculty, and SD 14-6 describes procedures for promotion and tenure and third year review.

 Assurance of Integrity in Human Resources Functions

 Purdue Fort Wayne assures integrity in Human Resources Functions. Purdue Fort Wayne is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment, free of discrimination and harassment. The Office of Institutional Equity provides leadership to the Purdue Fort Wayne community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. The Office of Human Resources assures integrity in hiring process, the review and promotion processes for all staff positions, learning and organizational development for non-academic personnel, and compensation.

The[University Policy on Equal Opportunity, Equal Access and Affirmative Action](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/III-C-2%20Equal%20Opportunity%20-%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) assures that  human resources acts with integrity in "...all aspects of the employment relationship, including recruitment, selection, hiring, training, professional development, tenure, promotion, compensation and separation..."  The policy explicitly states that "Purdue University does not condone and will not tolerate Discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression" (p. 8). It further commits the university to "...provide Reasonable Accommodations to qualified employees with discrimination and promotes full realization of equal opportunity through a comprehensive affirmative action program applying to all units" (p. 8). Consistent with the University Policy and in voluntary compliance with federal regulations on affirmative action, the university annually prepares and publishes an [Affirmative Action Plan](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/AAP%20Oct%202019%20-%20Sept%202020.pdf?language_id=1). The purpose of the plan is to establish and communicate policies and procedures Purdue Fort Wayne pursues in fulfilling their commitment to affirmative action and to ensure that the principles of equity and inclusion are applied in the recruitment, appointment, and promotion of employees across all employment classifications.

[Purdue's Anti-Harassment Policy](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/III-C-1%20Anti-Harassment%20-%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) ensures integrity though reaffirming a strong position against Harassment in all forms.  The policy states the University's commitment to "...maintaining an environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential" (p. 6). In recognition of the need to clarify and further protect students, faculty, and staff from all forms of sexual harassment, [Purdue's Policy on Title IX Harassment](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/III-C-4%20-Title%20IX%20Harassment%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) was implemented to prevent and sanction incidents within the Purdue University community in order to:

* Maintain an educational and employment environment free from Title IX Harassment, and
* Communicate to all members individuals and offices designated as a resource for people seeking assistance with Title IX Harassment.

In support of ensuring policies addressing affirmative action, equal opportunity, anti-discrimination, and anti-harassment, the [Procedures for Resolving Complaints of Discrimination and Harassment](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/ProcedProcedures%20for%20Resolving%20Complaints%20-%20Vice%20President%20for%20Ethics%20and%20Compliance%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) outlines resolution processes for claims under the Anti-Harassment Policy and Equal Opportunity, Equal Access and Affirmative Action Policies.

Human Resources and the Office of Institutional Equity support integrity throughout the employment life cycle. Specific Policies define [terms and conditions of staff employment](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/VI-F-5%20Staff%20Employment%20Terms%20and%20Conditions%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) that apply to all Executive; Management; Professional; Operational/Technical, Administrative and Operational Support; and Police, Fire and Skilled Trades staff appointment categories.  The [Wage Administration for Nonexempt Staff](https://www.pfw.edu/offices/accreditation/2020-comprehensive-evauluation/2020-self-study/Core-Component-2A/VI-C-2%20Compensation%20-%20University%20Policy%20Office%20-%20Purdue%20University-9-20-2020.pdf?language_id=1) policy assures fair and equitable compensation of nonexempt staff for hours work in accordance with the Fair Labor Standards Act. The newly established DEI office is working with Human Resources to enhance the diversity statement for job postings and to assure that the statement is consistently used across all position announcements.

### Sources

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